

CADET HANDBOOK



2019-2020

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Welcome

We want to welcome you as a member of the “Flying Tigers” program. It is unlike anything you have ever experienced. Here at Mount Pleasant High School you are one of the lucky few schools to have such a program. Barely over two percent of schools in the nation have one, with hundreds waiting for funding to start theirs. In short, you are joining an elite group in your school, community and nation.

Our program is dedicated to providing you the tools and environment that will help you grow as a citizen and leader in your life and community. We will help you become a better version of you by emphasizing the Air Force Core Values of “Integrity First Service Before Self, and Excellence in All We Do”, the Cadet Creed and by applying what you learn, through your active participation in AFJROTC.

Since its founding, its heritage has been stellar; there are many great extra-curricular things you can be part of and take advantage of as a member of this organization.

Ask around and you will find that this program is more like family than just a regular class environment. The concept of “Sanctuary” is a key principle we live by. We take care of one another ensuring that we are not just safe within the classroom but throughout the school and beyond. Your well-being is shared by not just your instructors but by the Cadets and school administrators.

All we ask is that you abide by what is stated in this handbook and to try your best. Teachers and former unit members will be more than happy to share the great success they achieved after leaving Mount Pleasant. They constantly tell us it is a direct result of what they learned in this program and the confidence they gained going into the work force as well as higher education.

Again, welcome to AFROTC at Mount Pleasant High School and enjoy your journey!

TIM L. NEEL
Lt. Colonel, USAF (ret.)
SASI

MICHAEL LANEY
MSgt, USAF (ret.)
ASI

13 Dec 23

Dear Cadets,

It is a great pleasure to welcome you to Mt. Pleasant's High School's Air Force Junior ROTC Program, home of the "Flying Tigers!" Your commitment to the program will be exemplified throughout this school year as your instructors promote the goals of Mt. Pleasant High School and our community through the Air Force Junior ROTC Program.

"Building Better Citizens for America" is the primary mission of our school's JROTC Program. Our aerospace curriculum and community service projects are structured to emphasize opportunities for you to develop yourselves as citizens. We support this through helping you develop personal traits such as integrity, teamwork, responsibility, ethics, self-discipline, and respect. These traits will serve you well as you travel through your life here at Mt. Pleasant High School.

Congratulations on choosing a program with such high standards. I expect great things from each of you! I firmly believe significant involvement in our AFJROTC program provides you with the tools to be a true citizen leader.

Best of luck this year!

Lacee Jacobs
Principal

Chapter 1

Mission and Objectives of the AFJROTC Program

1. The mission of the Air Force Junior ROTC program is to develop citizens of character dedicated to serving their nation and community. We educate and train high school students in citizenship; promote community service; instill responsibility, character, and self-discipline; and provide instruction in air and space fundamentals.

2. AFJROTC cadets should develop:

- A. An appreciation of the basic elements of the National security.
- B. Respect for authority.
- C. Patriotism and an understanding of their personal obligation to contribute toward national security.
- D. Habits of orderliness and precision.
- E. A high degree of personal honor, self-reliance, and leadership.
- F. Broad-based knowledge of the aerospace age and fundamental aerospace doctrine.
- G. A knowledge of and an appreciation for the traditions of the Air Force.
- H. A basic understanding and ability to perform drill.

Chapter 2

Admission, Transfer, and Disenrollment of Students

1. To be eligible for membership in the AFJROTC program, a student must be:
 - A. A citizen of the United States.
 - B. At least fourteen years of age.
 - C. Of good moral character as determined by the SASI and principal.
 - D. Physically fit to participate in AFJROTC training. Cadets are considered physically fit if they are qualified for Mount Pleasant High School's physical education program.
 - E. Selected by the SASI with the approval of the principal.
2. Transfer of the students from other AFJROTC units may be permitted with credit given for training already received. No guarantee can be made, however, with respect to a student's retaining temporary or permanent rank made in another unit prior to transferring to the NC-20023 AFJROTC Program. Temporary rank and cadet jobs are tied together in the NC-20023 unit as are permanent rank and cadet's year in ROTC.
3. A cadet may be disenrolled for any of the following reasons:
 - A. Failure to maintain acceptable course standards (haircut, grooming, proper uniform wear, etc.)
 - B. Inaptitude, indifference to training, or disciplinary reasons involving undesirable traits of character.
 - C. Failure to remain enrolled in school.
 - D. Individual request for release, consistent with current Mount Pleasant High School drop/add policy.
4. Cadets' Responsibilities: Each cadet will agree to abide by the rules and regulations of the Aerospace Science Department and to accept responsibility for the proper care and maintenance of his or her uniform, textbooks, and other equipment. Failure to do so will create obligations which will prevent later registration, graduation, or transfer of credit.

Chapter 3

Conduct and Military Courtesy

1. General: Cadets are expected to observe correct military conduct at all times. Such behavior will reflect credit upon themselves, their parents, the Cadet Group, Mount Pleasant High School, and the United States Air Force.

2. Classroom Procedures: At the beginning of the class, The Flight Commander/Chief or Flight Sergeant will call the class to attention and order "Report". Each element leader, beginning with the first, will report to the Flight Commander/Chief or Flight Sergeant the name of any cadet who is absent by saluting and stating, "Cadet "Jones" is absent/unaccounted for, Sir/Ma'am" The Flight Commander will then report to the instructor. If the Flight Commander/Chief is absent, the Flight Sergeant will replace him or her, and element leaders and alternates will fill in as needed. If any element leader is absent, the next person in the element will take his or her place. The Commander/Chief will then lead the Flight in the Pledge of Allegiance.

A. Classroom instruction will not begin until all cadets are standing at their chairs. After the Flight Commander/Chief has reported to the instructor, the Flight Commander/Chief will say "Take your seats" or words to that effect. Promptness is an objective of the program and cadets are expected to be at their chairs before the late bell rings.

B. Cadets who enter the classroom after the tardy bell has rung will delay reporting in until the instructor has received the class report. At that time, the cadet will report to the instructor stating "Sir, Cadet Jones permission to join the class." Any excuse slip will be presented at that time. If the instructor is not present when the tardy cadet arrives, the cadet will report in to the Flight Commander/Chief who will in turn inform the instructor.

C. Cadets will abide by the following rules while in the AFJROTC classroom:

1. Remove headgear before coming indoors and do not place it back on your head until after you are outdoors (unless in a declared no-hat zone).
2. Comply with lawful instructions given to you by the cadet in charge when the instructor is not present.
3. Bring to class the materials to be used for that class. Keep non-academic materials to a minimum.
4. Be attentive when someone else is speaking.
5. Turn in all homework and project assignments on time.
6. No sleeping. If drowsy, stand up and move to the side or rear of the class.
7. Let the instructor know if you are ill.
8. Do not demonstrate romantic affection while in uniform.

3. **Military Courtesy:** The practice of saying YES SIR/MA'AM or NO SIR/MA'AM to instructors and to cadets who are senior to you is always observed in the cadet program. Such responses reflect long-established military courtesies which will soon become a habit even though you may find them difficult at first. The instructors intend to enforce strict military courtesy throughout the course of instruction, during both classroom and drill pad instruction periods.

4. Learn to **Think Before Speaking:** Try to do things yourself rather than asking questions that are not necessary. For example, in the classroom, questions such as "what's the date?" or "What time is the class over?" are not appropriate simply because the answers to these questions are already posted in the classroom for you to use. Try to rely on your own abilities first, instead of automatically asking the instructor for the answer. (Note Chapter 1, paragraph 2, Item E, [self-reliance.]

5. Cadets are expected to treat each other with respect, both inside and outside the classroom. Inappropriate behavior, whether you are in or out of uniform, is prohibited while participating in AFJROTC and will result in disciplinary action by the SASI/ASI and/or MPHS administration.

This behavior includes, but is not limited to:

1. Alcohol consumption
2. Drug abuse
3. Tobacco use
4. Horseplay
5. Public display of affection
6. Fighting
7. Disparaging remarks
8. Insubordination
9. Disrespect
10. Verbal threats
11. Physical attacks

The initiation of a verbal threat or physical attack will be considered an assault, which is an illegal act and cause for disciplinary referral to the MPHS administration and immediate disenrollment from the AFJROTC program.

Harassment and Bullying Harassment or bullying of any cadet by anyone of any rank is strictly forbidden. Examples of harassment or bullying are unwanted physical contact (especially of a sexual nature) and improper or abusive language including profanity, obscenity, "in your face," and gossip.

There will be **ZERO** tolerance for any type of harassment (sexual, racial, religious) in any form to include cyber based harassment.

Chapter 4

Cheating

CHEATING IS NOT PERMITTED IN AFJROTC AT MOUNT PLEASANT HIGH SCHOOL!

1. Cheating is taking unfair advantage of a situation or of fellow classmates in order to obtain higher grades, better scholarship opportunities, cadet-of-the-semester or flight-of -the-semester consideration, an academic or leadership award, a better grade point average, or some other tangible gain. Cheating is usually, but not always, accomplished by using or copying from another person's work.
2. Recognizing a tendency among humans to do such things on occasion, it is therefore possible to avoid cheating when the opportunity arises by making a conscious advance decision to avoid it. There are many ways to cheat. We will consider cheating from the point of view of whether an improper gain has been made by an individual, not by considering the means by which the gain might have been made.
3. Cadets who cheat and are not caught, likely hurt themselves more than those who are caught. It is they who believe they can "beat the system" and who attempt to cheat again or gain in other unethical ways in the future. Cadets who have not made a commitment to avoid cheating will often cheat when the opportunity arises, for they have not make an advance decision not to cheat.
4. We can take a lesson from all the service academies whose young men and women adhere to a far stricter honor code. It is, "**I will not lie, cheat, or steal - nor tolerate those who do.**" Cadets must consider that by putting on the uniform, they are putting on the public trust as well. The best way to protect that trust is to guard your integrity as the most precious asset you have.
5. Cadets who find these guidelines offensive or who believe them to be impossible to follow should talk with an AFJROTC instructor immediately about leaving the corps.

Chapter 5

Appearance of Cadets

NOTE: ANY ITEM(S) NOT SPECIFICALLY ADDRESSED IN THIS CHAPTER WILL BE ADDRESSED IAW AFI 36-2903 (DRESS AND PERSONAL APPEARANCE OF UNITED STATES AIR FORCE AND UNITED STATES SPACE FORCE PERSONNEL) CURRENT AS OF 12 APR 22 AND/OR HQ AFJROTC OPERATIONAL SUPPLEMENT (OPS SUP) CHAP 7, PARA 7.10.5 CURRENT AS OF 15 MAY 22.

1. Because you must wear the official uniform of the United States Air Force, any objectionable behavior in public can create an unfavorable reaction toward the AFJROTC program and the Air Force. Conversely, proper conduct, actions, and attitudes will create and sustain a favorable public reaction which will enhance the image of the cadet corps. Therefore, as an Air Force Junior ROTC cadet, you must constantly strive to present a neat, clean, and well-groomed appearance.

A. Male Cadets: The face will be clean shaven except that mustaches are permitted. If worn, mustaches will be neatly trimmed, must not extend downward below the lip-line of the upper lip and may not extend sideways beyond the vertical line drawn upward from the corner of the mouth. Beards and goatees are not permitted.

(1) Hair will be neatly cut, clean, trimmed, and present a groomed appearance. The bulk of the hair will not exceed 2 1/2 inches on the top of the head and will not exceed 1/4 inch at the termination point on the back of the head. Hair will be groomed to follow the contours of the head and will not touch the ears or the collar. Hair in front will be groomed so that it does not fall below the eyebrows and will protrude from the band of properly worn headgear. Male cadets whose hair is not in accordance with the above rules will have points deducted from their uniform grade. Continued violations will constitute grounds for removal from AFJROTC. Braided hairstyles, Mohawks, ducktails, cornrows, lines of initials/lettering shaved into the head, and Mr. T's are not authorized, nor are other bizarre hairstyles, including partially shaved heads.

(2) Sideburns, if worn, will be neatly trimmed. Sideburns will not extend beyond the lowest part of the exterior ear opening, will be straight and even width (not flared), and will end with a clean-shaven horizontal line.

(3) **Male cadets do not wear earrings while in uniform.** Male cadets insistent upon wearing earrings will be removed from the Corps.

B. Female Cadets: The hair must be styled to permit proper wear of Air Force headgear. Hair should always be clean, neatly arranged, and styled to present an attractive feminine appearance. Cornrows, pigtails, and other hairstyles that allow the hair to extend below the bottom of the collar of the overblouse or jacket are not authorized. Hair will be groomed so that it does not touch the eyebrows and will not cover any portion of the face. However, Afro, natural, bouffant, and similar styles are authorized except those with excessive fullness or extreme heights over three inches. Ponytails are allowable with standards.

(1) hair ornaments, such as ribbons, will not be worn. Pins, combs, or barrettes similar in color to

the individual's hair color may be worn. Hair nets are not authorized.

(2) earrings may be worn if they are small, conservative, pearl white, gold, or silver, diamond, diamond looking and spherical. Clip-ons must fit tightly and may not extend below the earlobe. Only one earring per ear is allowed.

(3) body piercing/ornamentation. (AFI 36-2903 Chap 3, Para 3.5.1) in uniform on or off a military installation: With the exception of earrings for women (see paragraphs 7.3.1.1), all members are prohibited from attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, eye-brows, lips, or any exposed body part (includes visible through the uniform).

NOTE: Items 2 and 3 reflected above are specifically addressed in the Operational Supplement (Ops Sup) Chap 7, Para 7.10.5. current as of 15 May 22. “ *Earrings. Male cadets are not authorized to wear earrings while in uniform. Female cadets may wear small (not exceeding six mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings. When not wearing earrings, male and female cadets are authorized to wear transparent piercing spacer(s) in lower earlobes while in uniform. Transparent spacers are not allowed in ear holes outside of the lower earlobes or any other piercing holes visible in uniform (nose, lip, eyebrow etc.). Piercing holes will not be large enough to permit light to shine through.*”

Chapter 6

Wearing the Uniform

(NOTE: Overall guidance for this chapter can be found in AFJROTC Operational Supplement Chapter Seven (7): Uniform and Awards dated 15 May 22. Visual aids can be found in this supplement and these tools will be used to address any/all uniform wear issues not covered by the Cadet Handbook.)

1. The reputation of the United States Air Force as a professional military organization is known worldwide. Since the uniform you wear is a symbol of that reputation, each cadet in the AFJROTC program at Mount Pleasant High School must wear it properly. The importance of this cannot be over-emphasized, since the uniform, except for the insignia, rank and patches, is very similar to that worn by active duty Air Force men and women.

2. Uniform requirements for Cadets:

A. The flight cap is worn with the front crease towards the lower center of the forehead in a straight line with the nose, approximately 1" or one finger width above the right eyebrow and two finger widths about the right ear with a slight tilt to the right. When worn in this manner, the vertical crease of the cap will be fully extended without a protruding tip at the back. If your cap does not fit in this manner, it is either too large or too small. It is always removed indoors unless you are a member of a color guard or carrying a weapon. wear headgear outside on campus. Headgear should be worn at all times when outside of a building.

B. The belt is threaded through the loops to your left if male, to your right if female. When buckled, only the metal tip of the belt should show. The adjustable belt clamp is to change the length of the belt for a proper fit.

C. The shoes will be laced to the top and shined to a high gloss at all times.
(NOTE: Corfam shoes may be worn at the cadet's expense.)

D. The socks must be black; no other colors are authorized.

E. The short sleeve blue shirt is worn with the collar open (Exception: The necktie will be worn with the blue shirt when directed by the SASI/ASI). When worn without the tie, you must wear a white "V" neck tee shirt. The shirt tail is pulled down into the trousers tightly and tucked at the sides to make it nearly form fitting. The only creases on the shirt are down the sides of the sleeves.

F. The blue coat, trousers, windbreaker and flight cap must be dry cleaned. The bottom of the trouser legs will touch the shoes in such a manner as to cause a slight break in the front trouser crease and 7/8 inches longer in the back. No cuffs are worn on military uniform trousers. You need not obtain permission to alter the leg length and waist size of the trousers. The rear pocket of the trousers will be buttoned at all times. Articles carried in the pocket will not be visible.

G. The outside pockets of the coat are for decoration only. Nothing should be carried in them. Use the inside pockets for carrying small, flat items. All outside pockets and snaps will be secure

at all times. The coat may be removed in the classroom when it becomes uncomfortably warm. If the coat is removed in the classroom, it will be carefully draped over the back of the chair.

H. Berets are worn by the SQ/CC, SQ/CD, SQ/CCM, SQ/CCF and Kittyhawk Air Society Cadets. Officer insignias will be placed on the flash and positioned over the left eye. (NOTE: Wear of beret will be determined and approved by the SASI. Black beret will be worn by leadership reflected above and white beret will be worn by AS400 Honors Cadets as Kittyhawk Air Society Members.)

I. Cords are worn by staff officers and permanent color guard team members only.

Commander – Solid Royal Blue
Deputy Commander – Royal Blue/White
Director of Operations - Green
Squadron Command Chief – Red
First Sergeant – Maroon
Color Guard Commander/Chief – Royal Blue/Red
Flight Commander/Chief – Royal Blue/Gold
Officer Staff Member – Gold
Enlisted Staff Member – White

J. Your "GIG" line is the line formed from the edge of your shirt, the edge of the belt buckle, and the fly of the trousers. The "GIG" line should always be kept straight. Check it frequently.

K. The "V"-neck "T" shirt worn with the uniform should be plain, white, and clean.

L. Uniform Cleaning: the flight cap, coat, skirt, windbreaker, and slacks must be dry cleaned. DO NOT wash any of these items, if washed they may shrink. Cadets are responsible for their uniforms. The blue shirt may be washed, recommend using cold water and tumble dry low heat.

M. Nail Polish: When female cadets wear fingernail polish, it should be conservative in color, and in good taste (e.g. neutral or light pink). It must not contain ornamentation.

N. Skirts: The skirt will be hemmed between the top and the bottom of the knee. If it is a new skirt and you are the first to be issued it, you should allow at least one inch of extra length because the skirt is single knit and will shrink when first dry cleaned. When worn properly the zipper will be on the left side. (NOTE: NC-20023 does not currently issue uniform skirts for Cadet wear.)

O. **Wednesday is uniform day unless you are instructed otherwise.** The uniform will be worn all day. That is, the uniform will be worn from home to school, from school to home. If you are found out of uniform without permission from the SASI/ASI you will be given a “zero uniform” grade for that day. Exception to this directive is the Cadet being enrolled in an art/CTE class where the uniform could be damaged or stained. **NOTE:** Failure to consistently wear the uniform (i.e., more than three (3) times in one semester) will result in recommendation for removal from the AFJROTC program. Cadets are required to wear their issued **Physical Fitness** uniforms on **Mondays/Fridays** unless otherwise directed.

P. Only authorized uniform items will be worn. Do not mix any uniform items with civilian clothing.

Q. All pockets will be buttoned. **Hands should be kept out of the pants pockets.**

R. Wrist watches, identification bracelets and rings (three maximum) may be worn. Necklaces, pendants, and other conspicuous adornments are prohibited.

S. The name tag is worn over the right breast pocket parallel with and centered above the top seam of the pocket on the male uniform. On the female service dress coat, the name tag will be centered 1 to 2 inches above the top button. It is centered 1½ to 2½ inches below the bottom of the tab for female cadets on the long and short sleeve blouses. The name tag is always worn.

T. Conservative sunglasses may be worn. (Exception: Not worn in formation, unless prescription).

U. Earbuds/headphones **WILL NOT** be worn at anytime while in uniform. Exception will be during fitness events with the approval of the SASI/ASI.

V. The windbreaker will be zipped AT LEAST halfway at all times while being worn.

W. At the end of the school year, all uniforms must be turned in and accounted for. Lost items must be paid for promptly. **ALL UNIFORM ITEMS WILL BE TURNED IN CLEAN.**

3. Optional items (per AFJROTC 35-12): Certain uniform items are considered optional. This means that if these items are to be worn at all by cadets, they must be purchased by cadets at the Clothing Sales Store on any Air Force Base. These items will never be mandatory. The instructors reserve the right to designate which items may be worn by cadets and the circumstances under which they may be worn. Therefore, no cadet should ever purchase any optional item without first checking with the instructor as to its suitability for him or her. We repeat - cadets will not be required to purchase optional items. Optional items include, but are not limited to, overcoats, tie tacs, active-duty insignia and male and female service caps (officers only).

Airman Battle Uniform (ABU), Men's and Women's

Overall guidance for this uniform can be found in AFJROTC Operational Supplement Chapter Seven (7): Uniform and Awards dated 15 May 22. Visual aids can be found in this supplement and these tools will be used to address any/all uniform wear issues not covered by the Cadet Handbook.

Additional information can be found in AFI 36-2903 (DRESS AND PERSONAL APPEARANCE OF UNITED STATES AIR FORCE AND UNITED STATES SPACE FORCE PERSONNEL) CURRENT AS OF 12 APR 22.

Chapter 7

Clothing and Equipment Account

1. Protecting government property is each cadet's responsibility. All uniform items (with the exception of shoes and socks,) AFJROTC textbooks, computers, plotters, charts, etc., are equipment items loaned to you by the Air Force. Other items or equipment belong to or are the responsibility of Mount Pleasant High School. Each item of the uniform and of equipment must be accounted for at all times.
2. At the time you are issued your uniform and items of equipment you will be required to sign a Custody Receipt Form. Each item then becomes your personal responsibility. If you lose an item or willingly or negligently destroy it, you will be required to pay for it. At the time of issue of uniforms and equipment you will be advised of the cost that is in effect when the account is scheduled to be cleared.
3. One complete uniform with all accessories and insignia is issued to each cadet. It is most important that each cadet understand that all items of uniform or equipment (with the exception of shoes and socks) must be returned or paid for before the end of the school year. Uniforms must be returned cleaned, pressed, and on hangers.
4. To preclude unnecessary expense to the cadet and /or delay of receipt of grades or diploma, and to provide for efficient turn-in of uniforms and equipment, the following suggestions are offered:
 - A. Do not leave the uniform items in unlocked lockers or unattended in other places at school
 - B. Do not lend uniform items to other cadets or persons.
 - C. Do not permit another cadet to turn in your uniform or equipment items.
 - D. Do not lend insignia or other uniform/equipment items to your friends.
 - E. If not being worn, flight cap will be secured in book bag.
 - F. Do not place your uniform in the care of others.
 - G. **Do** be alert for uniform or equipment items left or misplaced by another cadet. Turn in such items to the instructors or Logistics personnel.
5. Clothing items that become worn or otherwise unserviceable should be turned in as soon as possible. If the unserviceable condition is due to fair wear and tear in normal use, the items will be replaced at no cost. Items of clothing that do not fit properly should be altered or exchanged.
6. When turning in or exchanging uniform items or other equipment, deal **ONLY** with an instructor or assigned Logistics personnel.
7. The uniform is a symbol of a proud and honorable service. Wear it with care and pride!

Chapter 8

Saluting/Pledge of Allegiance/National Anthem Rules

1. The salute is a friendly military exchange of greeting the world over. Military personnel consider the salute a courteous and respectful greeting among members.
2. You will be taught the proper manner of saluting and the rules which govern its use among the military services. There are special rules at Mount Pleasant High School governing the salute and saluting areas with which you must become familiar.
3. The salute is rendered indoors only when the cadets are reporting to cadet officers or an instructor. When attempting to enter a classroom or instructors office, Cadets should Knock ONCE and wait to be told to enter/come in. The proper sequence of reporting includes saluting and stating (unless there is a predetermined function, such as reporting attendance, to be accomplished) "Sir/Ma'am, Cadet (Last Name) Reporting as ordered, Sir/Ma'am" The cadet holds the salute until it is returned or otherwise acknowledged by the officer. When the purpose of the report or meeting is completed, the cadet again salutes, the officer will return the salute, or otherwise acknowledge it, and the cadet will do an about face or turn sharply toward the most direct exit and leave.
4. A salute is never given or returned while running. The cadet will instead come to a quick time (a walk) and render the salute when approximately three paces from the officer.
5. Cadets not in uniform may salute as if they were in uniform.
6. If a cadet observes the American flag being raised or lowered from any flagstaff, he or she will assume the position of attention, render the hand salute (if in uniform) and hold it until the flag has reached the summit or base of the flag staff. If the cadet is in civilian clothes, he or she will assume the position of attention and place the right hand over the heart. If a male cadet is wearing civilian attire including headgear, he will remove the headgear and hold it to his left shoulder so the right hand is over the heart.
7. If the Pledge of Allegiance is recited and a cadet is in uniform indoors, the cadet should stand at attention, remain silent, and face the flag. If most of those present are in civilian clothes, however, the cadet may exercise the option of standing at attention, placing the right hand over the heart and joining the others in reciting the pledge.
8. If the Pledge of Allegiance is recited and a cadet is in uniform outdoors, the cadet should stand at attention remain silent, face the flag and render a hand salute.
9. If the Pledge of Allegiance is recited and a cadet is not in uniform and is either indoors or out of doors, the cadet should stand at attention, face the flag, and recite the pledge. The right hand is over the heart during the recitation, and males will hold hats, if worn, as described in item 6.
10. If the National Anthem is being played, and a cadet is in uniform and is indoors, the cadet should face the flag (if present. If not, face the music,) but not salute unless under arms.

11. If the National Anthem is being played and the cadet is outdoors, the cadet should stand at attention, face the flag (if it is visible, or the music if it is not) and salute. (If no flag is visible and the music is recorded, the cadet should simply face straight ahead while saluting.)

12. If the National Anthem is being played, and the cadet is not in uniform (is in either civilian or athletic clothes) and the cadet is outdoors, the cadet should stand at attention, face the flag, and place the right hand over the heart (men will also hold the hat in the right hand as described in 7. above). If in civilian clothes, in doors, the cadet will stand at attention and face the flag, if visible or the music if not.

13. If a cadet is late for a formation, he or she will approach the cadet or person in charge when the formation is at a halt, salute, and request permission to fall in. Simply approach the person in charge, salute, and request permission to join the class.

14. Cadet Officers and cadet NCOs should correct saluting errors in a courteous and helpful manner when errors are committed by Cadets junior to them. All cadets are expected to accept such corrections properly.

Chapter 9

Homework Makeup

1. Homework makeup is the **SOLE** responsibility of the student. When returning after an absence, you are expected to ask your JROTC instructor(s) if there is anything that you need to make up for his/her class. Do not expect the instructor to remind you of work missed. You will normally make up the work (for applicable instructor) within two days for each day of absence. The idea is to make up work as quickly and as reasonably possible after an absence, not to delay it indefinitely. If you are not sure whether or not you missed something, ASK.

2. If you are absent on uniform inspection day you must make up the inspection the first day back in class. If you do not wear the uniform at the appropriate time you will receive a zero for uniform grade for the week missed.

The statement "I did not know what uniform to wear" will not be honored; any uniform is better than none. You can call a friend, flight commander, or ask the instructor. The uniform will always be briefed and posted well in advance of the day you have to wear it. Prolonged absences will be dealt with on a case-by-case basis.

(a) A progressive process will be utilized to address missed homework and multiple missed uniform wear issues. The process will include additional notifications and if deemed necessary removal from the AFJROTC program. Steps in the process will include the following:

- (1) 1st incident - Verbal warning with appropriate weekly grade annotated.
- (2) 2nd incident - Documented warning with appropriate weekly grade annotated.
- (3) 3rd incident – Notification of parents/guardian and school administration.
- (4) 4th incident – Removal from AFJROTC program for failure to maintain standards.

Chapter 10

Co-curricular Activities (LDRs)

NOTE: Cadets responsible for the operation of an LDR will be considered for a temporary promotion based.

1. **Color Guard Team.** The Color Guard has the honor of presenting the national, state, and unit flags at school and community events. Distinctive uniform items are worn by the color guard. All cadets are eligible for Color Guard participation.
2. **Flag Detail Team.** The Flag Detail Team is responsible for raising and lowering the flag in a patriotic manner each school day. The cadet placed in charge of this team will coordinate with the SASI/ASI to address any special events and will schedule other cadets for this duty. All cadets are eligible for the Flag Detail Team.
3. **Morale Team.** The cadet squadron conducts several various social events, which may include a Dining-In, a Military Ball, Picnic and Field Day, etc. These events are planned by the cadet staff and are open to all members of the corps who assist in raising funds. A letter will be sent home to explain further.
4. **Athletics Team.** Athletic team members meet after school on designated days of the week to improve their personal PT scores or to play games. The Athletic Team officer/superintendent is in charge of planning what happens and training the cadets who participate.
5. **School Improvement Team.** At Mount Pleasant High School there are many opportunities to help improve our campus. Cadets participate in regular campus cleanups throughout the school year. Events will include assisting with stadium clean-up after large events if required.
6. **Recruiting Team.** The Recruiting Team is responsible for ensuring NC-20023 is marketed to potential cadets (middle school/high school) throughout the year. The cadet placed in charge of this team will coordinate with the SQ/CC and SASI/ASI on all planned events.
7. **Weather Team.** The Weather Team is the newest addition to the NC-20023 LDR lineup. The Weather Team is responsible for checking the tracking station daily to report weather conditions for any/all cadet activities (during/after school). Additionally, the Weather Team will provide weekly updates to the DO for inclusion in the Weekly Operation Order (OPORD). When applicable subject based trips will be made to various locations to better understand the importance of weather in mission planning/execution.
8. **R/C Club.** This activity is for cadets who enjoy remote control aircraft activities. No experience is necessary; all cadets are eligible for membership. (NOTE: Reserved when number of cadets are present and interested.)

9. Kitty Hawk Air Society: The Kitty Hawk Air Society is a national AFJROTC academic honor society that recognizes academic and military achievement by cadets, provides additional leadership and educational opportunities, and encourages excellence. Once inducted, members of the KHAS may wear the white beret and KHAS Badge on the uniform to signify membership. The KHAS will be called upon to participate in various community service projects. Members are expected to attend meetings, actively participate in designated projects, and contribute positively to the KHAS and AFJROTC.

Requirements:

1. Be currently enrolled in the MPHS AFJROTC AS400 Honors class.
2. Achieve a 90% grade average in AFJROTC during the previous academic quarter with no unexcused, missed uniform wears.
3. Achieve an overall grade average of 80% for all classes during the previous academic quarter.
4. Have no failing grades in any classes during the previous academic quarter.
5. Have no out-of-school suspension for the current academic quarter.
6. You must be an Active or Reserve cadet in good standing to participate in this LDR.

Maintaining Membership:

1. Members are required to complete 12 community service hours with AFJROTC.
2. Members are required to attend all KHAS meetings.
3. Members who fail to maintain academic standards during a quarter will be placed on probation with no privileges lost. Members who fail to maintain standards for a second consecutive academic quarter will be removed.
4. If standards are met again, the cadet will be able to complete the pledge program for full membership into the KHAS. Procedures.
5. To receive a graduation cord for the program, members have to earn 48 hours of community service as a member of the MPHS AFJROTC.

Chapter 11

Promotion of Cadets

1. The quest for temporary promotion provides constant challenge and motivation to members of the active Air Force and to members of AFJROTC programs as well. This challenge and motivation are proper since the change of insignia that accompanies a promotion reflects visible evidence of progression and standing among one's contemporaries. Also, the insignia is evidence of growing maturity, the ability and willingness to accept additional responsibility, and a demonstrated growth of leadership.

2. The NC-20023 AFJROTC promotion system is patterned after that used by the active Air Force and conforms to guidance provided by headquarters, AFJROTC.

3. There are two types of grades a cadet may hold, and in many instances, but may be held at the same time.

A. Permanent Grade: Permanent grades (and all permanent promotions) are dependent upon satisfactory service and considered twice a semester: once at mid-term and once at the end of the semester. The highest permanent enlisted grade authorized for Aerospace Science (AS) 100 cadets is Cadet Airman First Class (Cadet E-2). AS 200 cadets are authorized Cadet Staff Sergeant (Cadet E-5); AS 300 Cadets, Cadet Master Sergeant (Cadet E-7); and AS 400 cadets, Cadets Chief Master Sergeant (Cadet E-9). These grades will normally be assigned following midterm and the end of semester. At that time, the insignia to be worn will be that of the Cadets permanent grade unless he or she has been awarded a higher temporary grade

B. Temporary Grade. This grade is initially awarded based on the position (job) to which the cadet is assigned. Temporary promotion is not automatic but instead depends on the performance of the cadet. Since the grade is temporary, it will not be carried over from one year to the next. Temporary grades are awarded only when they are higher than the permanent grade. A cadet who has both a temporary and a permanent grade, therefore, will wear the insignia of the temporary grade since it will always be higher. Promotion to higher temporary grades will normally take place 4 to 5 weeks into the semester.

4. Requirements for promotion include rank test, drill knowledge, and service hours.

E1-E2: Pass the rank test with an 80 or higher, basic drill (parade rest, attention, salute, facing movements), and minimum of 12 cumulative service hours.

E3-E4: Pass the rank test with an 85 or high, 30 step drill sequence (less than 2 assist), and minimum of 24 service hours.

E5-E6: Pass the rank test with a 90 or higher, 30 step drill sequence (without paper), and minimum of 36 service hours.

E7-9: Documented involvement, planning, execution of major unit event, attend leadership school, pass the rank test with 95 or higher, 30 step drill sequence (without paper) and minimum

of 48 service hours. NOTE: Senior Master Sergeant and Chief Master Sergeant must meet all the requirements for E6/7, plus recommendation/selection/remain in staff position.

O1-5: Documented involvement, planning, execution of major unit event, attend leadership school, pass the rank test with 95 or higher, 30 step drill sequence (without paper) and minimum of 48 service hours. Mandatory completion of leadership training as outlined by the SASI and completion of Cadet Leadership Course (when available).

5. Each cadet in the NC-20023 AFJROTC Squadron should understand how cadet enlisted and cadet officer temporary positions are made. All cadet temporary promotions are based on cadet performance as explained later in this chapter. All cadets with temporary grades have an opportunity for qualification and selection for promotion to higher temporary grades.

6. Cadet officer and cadet Technical Sergeant through Chief Master Sergeant positions normally will be filled by AS 300 or 400 cadets. Second priority is given to AS II cadets. Consideration is given for previous military experience, such as Civil Air Patrol and/or prior Junior ROTC training. AS 100 cadets normally are not considered for cadet officer or cadet NCO positions.

7. Normally, cadets will not hold a temporary grade higher than what is authorized for their position. Exceptions may be made by the SASI for AS 300 or AS 400 cadets who are assigned to special functions or advisory positions where their particular talents can be used to benefit the group.

8. To give the maximum number of cadets an opportunity to perform in a leadership role, a system of role rotation may be employed. Normal rotation to either lateral or lower positions, therefore, is not considered a demotion. All cadet positions are subject to normal rotation after the first semester, or earlier of the SASI so elects.

9. The SASI will select the Cadet Squadron Commander. Subsequent staff positions will be coordinated with the SASI/ASI/Squadron Commander.

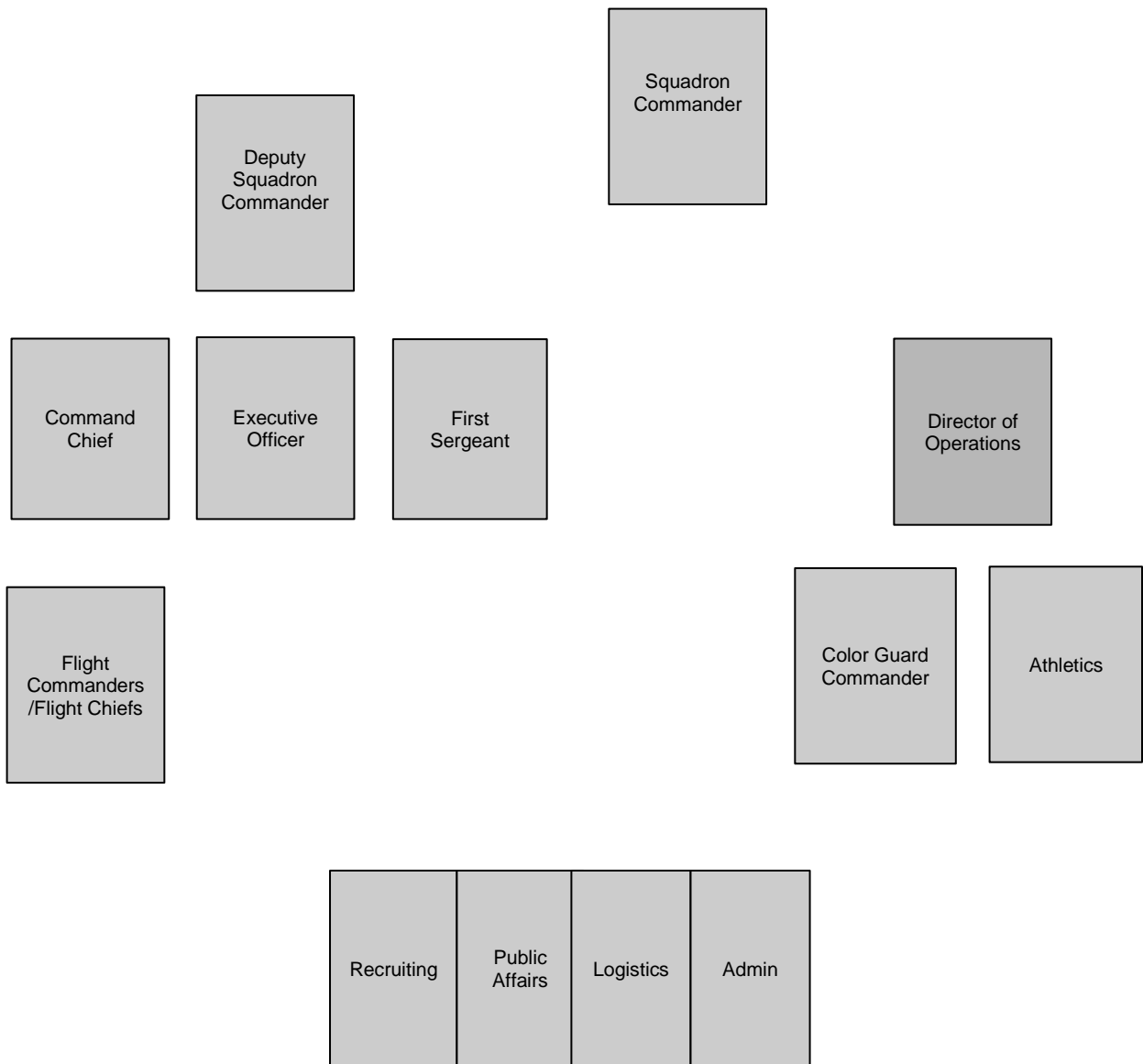
10. Demotions are intended to correct a serious deficiency; it is not punishment. Demotion occurs when a cadet's rank is lowered because of continued failure to perform prescribed cadet duties, indifference, inaptitude, failure to respond to counseling, or other serious deficiencies in the cadet's performance as determined by the SASI/ASI/Squadron Leadership. Additionally, cadets in violation of school rules/guidelines will be considered for demotion or removal from the AFJROTC program as deemed necessary by the SASI/ASI.

11. The criteria used to select individuals to attend Summer Leadership School through MPHS JROTC include but are not limited to the following: academic grades, inspection grades, PT scores, demonstrated leadership, completion of preselection training as outlined by the SASI and involvement in the corps activities.

Chapter 12

Organization of NC-20023 AFJROTC Squadron

1. The following charts reflect the Cadet Squadron organization. Organization charts break the functions of the group down to specialized tasks. The responsibilities associated with each task are found in the corresponding job description in another chapter in this Guide. Each cadet should become familiar with all of the job descriptions to gain a more complete understanding of those jobs as they relate to the total group.
2. The organization charts reflect a CHAIN OF COMMAND by a solid line connecting the functions or positions. Information, guidance, and decisions flow down the chain of command in the form of oral and written instructions. Information and recommendations which are used by cadet leaders in decision making also flow up the chain of command. Information flow and coordination between lateral functions are also necessary for efficient staff functioning. Unless there is a free communications flow throughout the organization, the squadron will quickly become ineffective.
3. Authorized leadership positions are shown in the Unit Detail Listing found in the next chapter in this guide. Cadets must learn the duties and responsibilities of their own assigned positions and should learn as much as they can about the other positions in the group. Promotions will be based on job performance and potential for more responsible jobs. This detail listing is based on manning for a single semester.



Chapter 13

Squadron Detail Listing NC-20023 AFJROTC Squadron: This listing shows the authorized positions and ranks for the squadron.

COMMAND	Squadron Commander	Cadet LtCol/Maj
	Deputy Commander	Cadet LtCol/Maj
	Command Chief	Cadet CMSgt
	First Sergeant	Cadet SMSgt/MSgt
OPERATIONS	Director of Operations	Cadet Capt/1Lt/2Lt
	DO Assistant	Cadet MSgt/TSgt
	Flight Commander	Cadet Capt/1Lt/2Lt
	Flight Chief	Cadet MSgt/TSgt
	Flight Sergeant	Cadet MSgt/TSgt/SSgt
	Element Leader	Cadet SSgt/SRA/A1C/Amn
	Athletics Officer/ Superintendent	Cadet 2Lt/MSgt
	Athletics Specialist	Cadet SSgt/SRA
	Color Guard Commander	Cadet Capt/1Lt/2Lt
	Color Guard Assistant	Cadet MSgt/TSgt
SUPPORT	Executive Officer	Cadet 1Lt/2Lt
	Executive Support	Cadet MSgt/TSgt
	Admin. Superintendent	Cadet MSgt/TSgt
	Admin. Specialist	Cadet SSgt/SRA
	Logistics Superintendent	Cadet MSgt/TSgt
	Logistics Specialists	Cadet SSgt/SRA
	PA Superintendent	Cadet MSgt/TSgt
	PA Specialist	Cadet SSgt/SRA/A1C/Amn

Chapter 14

Certificate of Completion and Training

1. Certificate of Completion. Presented to cadets in good standing who have satisfactorily completed three or four years of the JROTC program. Cadets must have this certificate in their possession when joining the senior ROTC program or upon enlisting in the armed forces to gain the benefits offered by successfully completing the JROTC program.
2. Certificate of Training. Presented to cadets in good standing who satisfactorily complete two years of JROTC program and who graduate from high school or transfer to another school. With the Certificate of Training, a cadet may be excused from one academic term (semester or quarter) of the GMC of the senior AFROTC program. This privilege, again, must be arranged with the PAS at the time of college or university enrollment.

Chapter 15

Individual and Flight Competition

1. Competition to determine the outstanding individuals and flights will be held each semester during the school year.
2. The following factors will be used to evaluate all-around individual and flight performance:
 - A. Wear of the Uniform.
 - B. Academic grades.
 - C. Attendance at special events (parades, fund raising activities, field day, working at home games, awards night, etc..)
 - D. Overall contribution to the unit.
3. The single flight excelling in the competition will be designated **OUTSTANDING FLIGHT OF THE SEMESTER** by the SASI and each member of that flight will be awarded the AFJROTC Outstanding Flight Ribbon.
4. Four single individuals representing AS 100, AS 200, AS 300, and AS 400 will be designated **OUTSTANDING CADET OF THE SEMESTER**. Flight commanders will nominate one individual in each category from their flights and record an assessment using the promotion worksheet. Flight commanders will deliver the worksheet to the SASI for final approval.
5. NC-20023 Cadet of the Year will be awarded to the Most Outstanding AS400 Cadet as determined utilizing factors found in item two (2) above at the individual level.

Chapter 16

Staff Meeting Procedures

1. The Cadet Squadron Commander will normally hold weekly staff meetings throughout the school year. These staff meetings will be held each Wednesday throughout the school year before school begins, or at such other times as the SASI may designate.
2. All such staff meetings provide the opportunity for face-to-face communication among the commander and staff. They are also vehicles for group problem solving and allow the cadet staff to participate in the planning of group activities.
3. The following procedures apply:
 - A. The Cadet Squadron Commander will conduct the meeting.
 - B. The Cadet Squadron Commander prepares the meeting agenda and submits it to the SASI for approval AT LEAST one day prior to the scheduled meeting.
 - C. The Cadet Administrative Officer will serve as recorder and prepare a report of each meeting detailing decisions reached, actions taken, assignments made, etc. The report will be submitted through the Cadet Squadron Commander, then to the ASI for coordination and the SASI for approval not later than TWO DAYS following the meeting.
4. The Cadet Squadron Commander will follow up to ensure that actions directed during staff meetings are accomplished by the responsible staff member.

Chapter 17

Instructor Offices

1. The "Open Door Policy" is practiced by the Aerospace Science Instructors. Cadets are invited and encouraged to visit instructors' offices anytime the instructor is present provided the instructor is not conducting a session with another individual.

Any cadet desiring to see an instructor should knock once, salute and follow proper military reporting procedures and salute again when they depart.

2. The offices of the instructors are off limits and are not to be entered by any cadet unless the instructor is present or specified permission is given by an instructor for each specific occasion.

Chapter 18

Honor Cords

Honor cords are cords worn during graduation to recognize members of the Kitty Hawk Air Society. The Kitty Hawk Air Society is a national AFJROTC academic honor society that recognizes academic and military achievement by cadets, provides additional leadership and educational opportunities, and encourages excellence. The KHAS honor cord is red, white and blue.

In order to earn an honor cord each cadet must:

1. Be part of the AS400 Honors Program during their senior year and be a member of the AS400 Honors Program at the time of graduation.
2. Maintain a 3.5 GPA (Grade Point Average) in AFJROTC class.
3. Maintain 3.0 GPA (Grade Point Average) in all other classes.
4. Completed at a minimum seven (7) semesters of AFJROTC at time of graduation.
5. Completed minimum of forty-eight (48) community service hours during AFJROTC enrollment.
6. Cadets will be presented their Honor Cords prior to graduation.

Chapter 19

Job Descriptions

Squadron Commander (CC): The Squadron Commander is responsible for all cadets within the Corps. He/She is in charge of the command and control of the Squadron, the staff, and subordinate commanders. The Squadron Commander is responsible for the appearance, discipline, and training of the unit. He/She will assist the instructors in the conduct of leadership. He/She will establish goals to be met by the squadron, managing and evaluating all staff functions. He/She is responsible for all Squadron activities according to Air Force principles and procedures.

Deputy Commander (CD): The Deputy Commander will oversee the Standardization & Evaluation program, provide training as needed, assist in the development of plans if necessary and ensure that there is adequate manpower to complete each planning activity and the personnel to implement the missions. Responsible for taking charge when the Squadron Commander is absent.

Director of Operations (DO): The DO is to implement the plans created for all major events (NASCAR races, band showcase, airshows, etc.) undertaken by MPHS AFJROTC. The DO Color Guard and the Athletics operations.

Executive Officer (XO): The XO will pass down information to all staff members when asked to do so. The XO will ensure squadron level communications are generated and distributed in a timely manner. These actions will ensure AFJROTC Cadets are aware of any upcoming events/requirements. The XO will work closely with Squadron Administrative staff to ensure tasks issued by the SQ/CC or SASI/ASI are completed in a timely manner.

Command Chief (CCM): The CCM is in charge of the planning and coordinating of all AFJROTC co/extra-curricular activities (clean-ups, parades, BOA races, field trips, etc.) The CCM will ensure Flight Commanders/Chiefs are operating as directed by the SQ/CC or SASI/ASI.

First Sergeant (CCF): The First Sergeant oversees all Flight Sergeants and staff NCO's. First Sergeant is not only a guide but a teacher for all enlisted cadets within the corps. Will be responsible for any issues dealing with and/or between enlisted cadets to make sure the issues are resolved effectively. The First Sergeant is also an advisor to the Squadron Commander on issues within the corps. Will speak on behalf of enlisted cadets at staff meetings.

Athletic Officer/Superintendent: The Athletic Officer/Superintendent will hold athletic team on set days of the week to give cadets opportunities to improve their personal PT scores. The Athletic Officer/Superintendent is in charge of training cadets and providing information (if wanted) on how to properly exercise. The Athletic Officer/Superintendent will train an assistant to take over when he/she is not there.

Public Affairs Officer/Superintendent (PA): The Public Affairs Officer/Superintendent is in charge of taking photographs at each event, whether it's community service, in class activities, or

any extracurricular activities that involves cadets in the corps. Will train assistants and update them on any upcoming events. The PA Officer/Superintendent will work hand in hand with the Recruiting team on all recruiting events that are planned.

Color Guard Commander: The Color Guard Commander/Superintendent is responsible for recruiting all cadet color guard members, training the color guard in basic color guard maneuvers, and leading the cadet color guard team in color guard competitions. He/she will take and maintain attendance records throughout the color guard season. The color guard commander is responsible for having a color guard team for each football, basketball and baseball game.

Logistics Officer/Superintendent (LG): Logistics Officer/Superintendent will assist the ASI with the issue, receipt, and accountability of all items of uniform, equipment, and supplies related to the operation of the cadet squadron. The Logistics Officer/Superintendent will support the ASI in maintaining cadet supply records in accordance with AFJROTC requirements. The Logistics Officer/Superintendent will organize and supervise the maintenance, repair, and cleaning of AFJROTC facilities, uniforms, supplies, and equipment. He/she will assist the ASI on inventories as directed. The Logistics Officer/Superintendent will train a specialist in each flight. Will provide guidance to the cadet staff on proper supply discipline. Will train a replacement in the duties and responsibilities of this position.

Admin Officer/Superintendent: The Admin Officer/Superintendent is responsible for taking notes during cadet staff meetings, organizing distribution of materials for class purposes as directed by the SQ/CC. This office is accountable for providing cadet personnel info to the ASI for inclusion in cadet records.

Flight Commander/Flight Chief/Flight Sergeant (FC/FS): The Flight Commander/Chief/Sergeant is responsible for each cadet within his/her flight. The FC/FS will make sure all members of the flight are accounted for during class. The FC/FS will be sure that the flight is on task during lessons, participating during class, informed on upcoming inspections and physical training. The FC/FS will manage all flight jobs and make sure all specialists are trained. The FC/FS is responsible for preparing his/her cadets for Field Day Competition in both athletics and drill. The FC/FS will keep the flight updated on upcoming events/information passed down from the commander. The FC/FS is responsible for ensuring that each cadet has updated and appropriate ribbons.

Element Leaders: The Element Leaders are responsible for reporting in at the beginning of class, each Element Leader should know who is in their element and be prepared to report in when commanded “report” by the FC/FS. Element Leaders should have basic drill knowledge and the ability to perform column movements during drill.

Chapter 20

(NOTE: Overall guidance for this chapter can be found in AFJROTC Operational Supplement Chapter Seven (7): Uniform and Awards dated 15 May 22. Visual aids can be found in this supplement and these tools will be used to address any/all awards issues not covered by the Cadet Handbook.)

Awards and Decorations

A number of distinctive awards are authorized for AFJROTC cadets to recognize outstanding academic and leadership performance or for a specific display of valor. Medals, ribbons, and certificates are awarded. Additionally, consideration for awards will include SASI review of Cadets attendance, current grade point average in AFJROTC class, current community service/event participation hours, and uniform wear/inspection record for the following ribbons:

- 7.7.27. Non-Funded National Awards
- 7.7.33. Leadership Ribbon
- 7.7.34. Achievement Ribbon
- 7.7.35. Superior Performance Ribbon
- 7.7.42. Color Guard Ribbon
- 7.7.45. Good Conduct Ribbon
- 7.7.46. Service Ribbon
- 7.7.48. Recruiting Ribbon
- 7.7.49. Activities Ribbon
- 7.7.50. Attendance Ribbon
- 7.7.51. Dress and Appearance Ribbon